



**BILINGUAL SERVICES PROGRAM TRAINING**

**TRANSLATION OF DOCUMENTS IN COMPLIANCE  
WITH THE BILINGUAL SERVICES ACT**

**AGENDA**

**SEPTEMBER 22, 2003**

**A. INTRODUCTIONS**

**B. Dymally-Alatorre Bilingual Services Act (Government Code Section 7295, 7295.2, 7295.4, 7299.4 (b)(6) (7) and (9)(d) (2))**

1. Types of Documents Translated (7295.4)
2. Listing your Translated Documents (7299.4 (b)(6)(7))
3. Alternative Methods for Providing Translation Services (7295.4)
4. State Personnel Board Handout "Research Findings Concerning Guidelines and Recommendation for the Translation of Written Documents"

**C. Federal Requirements to Translate Documents (Handout)**  
([www.hhs.gov/ocr/lep/revisedlep.html](http://www.hhs.gov/ocr/lep/revisedlep.html))

**D. Accessibility and Informing LEP Customers of Their Availability (7299.4(d)(2))**

1. Posters/Signs that are prominently displayed in local offices accessed by the public
2. Translated materials are available in its local offices accessed by the public (Public contacts employees)
3. Translated materials that are easily accessible to LEP customer on the department's Web site.
4. Translated materials that are publicized and made available at Community outreach and/or public service events
5. Translated materials are publicized using foreign language Media (e.g., newspaper & publication, radio, TV, etc)

**E. Identifying Your Documents by (Name, Agency, Form #)**

1. Department of Health and Human Services (DFA377.11.A/B)
2. Department of Board of Equalization (publication 42-S)
3. State Personnel Board (SPB-93)

**F. Master Listing of Translated Documents**

1. Department of Social Services (handout)
2. Employment Development Department (handout)



## CALIFORNIA STATE PERSONNEL BOARD

GRAY DAVIS, Governor

801 Capitol Mall • Sacramento, California 95814 • [www.spb.ca.gov](http://www.spb.ca.gov)



### **G. Examples of Departmental websites and En Espanol websites**

1. United States Department of Health & Human Services ([www.hhs.gov/occr/](http://www.hhs.gov/occr/))
2. CareerOneStop-Employment (<http://www.careeronestop.org/>)
3. Department of Motor Vehicles ([www.dmv.ca.gov](http://www.dmv.ca.gov)) ([www.es.dmv.ca.gov/](http://www.es.dmv.ca.gov/))
4. State Board of Equalization ([www.boe.ca.gov](http://www.boe.ca.gov))  
(<http://www.boe.ca.gov/spanish/spanishintro.htm>)
5. Department of Toxic Substances Control ([www.dtsc.ca.gov](http://www.dtsc.ca.gov))
6. Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov))  
(<http://www.edd.ca.gov/eddespanol.htm>)
7. Department of Social Services ([www.dss.cahwnet.gov/cdssweb/](http://www.dss.cahwnet.gov/cdssweb/))
8. State Personnel Board ([www.spb.ca.gov](http://www.spb.ca.gov))  
(<http://www.spb.ca.gov/bilingual/enespanol.htm>)

### **H. QUESTIONS AND ANSWERS**